

Comparisons of Job Characteristics

Focus Occupation: Paralegals and Legal Assistants (23-2011)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

| | |
|----|--|
| << | Focus occupation element is much lower |
| < | Focus occupation element is lower |
| 0 | Focus occupation element is at a similar level |
| > | Focus occupation element is at a higher level |
| >> | Focus occupation element is at a much higher level |

Knowledge

Similarity of Focus Occupation to Associated Occupation: 78

Focus Occupation: Paralegals and Legal Assistants (23-2011)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

| Associated Occupation's Key Knowledge Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation | |
|--|---------------------------------|--------------------------------|---------------------------|--------------------------------|--|
| Clerical | 7.3 | 21.6 | 17.5 | << | Extensive education and/or training may be required |
| English Language | 11.2 | 11.7 | 18.4 | >> | Current knowledge level is likely more than sufficient |
| Customer and Personal Service | 11.3 | 11.5 | 9.3 | < | Expanded education and/or training may be required |
| Administration and Management | 8.4 | 8.8 | 6.2 | << | Extensive education and/or training may be required |
| Computers and Electronics | 8.4 | 8.8 | 11.1 | > | Current knowledge level is likely sufficient |
| Personnel and Human Resources | 5.6 | 6.4 | 3.6 | << | Extensive education and/or training may be required |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 96

Focus Occupation: Paralegals and Legal Assistants (23-2011)

Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

| Associated Occupation's Key Skills Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation | |
|---|---------------------------------|--------------------------------|---------------------------|--------------------------------|--|
| Active Listening | 11.0 | 13.6 | 12.2 | < | A higher skill level may be required |
| Reading Comprehension | 10.7 | 13.3 | 12.4 | 0 | Current skill level may be sufficient |
| Service Orientation | 7.9 | 12.5 | 8.2 | << | Extensive development of skills in this area may be required |
| Time Management | 8.9 | 10.6 | 8.7 | < | A higher skill level may be required |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

| Abilities | | Similarity of Focus Occupation to Associated Occupation: 97 | | | | |
|--|---------------------------------|---|---------------------------|--------------------------------|---|--|
| Focus Occupation: Paralegals and Legal Assistants (23-2011) | | | | | | |
| Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) | | | | | | |
| Associated Occupation's Key Abilities Elements | Average Rating, All Occupations | Associated Occupation's Rating | Focus Occupation's Rating | Evaluation of Focus Occupation | | |
| Oral Comprehension | 12.5 | 13.9 | 14.4 | 0 | Current ability level may be sufficient | |
| Oral Expression | 12.4 | 13.5 | 14.4 | 0 | Current ability level may be sufficient | |
| Written Comprehension | 11.0 | 13.4 | 14.4 | 0 | Current ability level may be sufficient | |
| Near Vision | 11.1 | 13.1 | 12.8 | 0 | Current ability level may be sufficient | |
| Speech Recognition | 9.9 | 12.8 | 10.8 | < | Some improvement in abilities may be required | |
| Written Expression | 9.8 | 12.2 | 13.0 | 0 | Current ability level may be sufficient | |
| Speech Clarity | 10.2 | 11.5 | 10.7 | 0 | Current ability level may be sufficient | |
| Information Ordering | 9.9 | 10.3 | 10.3 | 0 | Current ability level may be sufficient | |
| Memorization | 5.6 | 7.5 | 6.7 | < | Some improvement in abilities may be required | |

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

| Activities that Both Occupations Have in Common | | Similarity of Focus Occupation to Associated Occupation: 33 |
|---|--|---|
| Focus Occupation: Paralegals and Legal Assistants (23-2011) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) | | |
| Work Activities | | Exclusivity of Activity |
| Maintain records, reports, or files | | 5 |
| Use oral or written communication techniques | | 1 |

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

| Tools and Technologies that Both Occupations Have in Common | | Similarity of Focus Occupation to Associated Occupation: 73 |
|---|--|---|
| Focus Occupation: Paralegals and Legal Assistants (23-2011) Associated Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) | | |
| Tools and Technologies | | Exclusivity |
| Computer data input devices | | 2 |

| | |
|--|---|
| Computers | 1 |
| Content authoring and editing software | 1 |
| Content management software | 6 |
| Data management and query software | 1 |
| Duplicating machines | 6 |
| Industry specific software | 1 |
| Information exchange software | 1 |
| Network applications software | 1 |

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.